

## Company Profile

### 公司简介

The Melchers China organization is a member of the globally operating Melchers Group. Headquartered in Bremen, Germany, C. Melchers GmbH & Co. KG is privately-owned and was founded by Carl Melchers (1781-1854) and Carl Focke in 1806. Establishing its first Asian branch in 1866 in Hong Kong, the company is engaged in doing business in Asia ever since.

美最时中国公司是全球运营的美最时集团的成员。总部位于德国不来梅的C. Melchers GmbH & Co. KG是一家私营企业，由卡尔·梅尔彻（1781-1854）和卡尔·福克于1806年创立。该公司于1866年在香港设立了首个亚洲分支机构，自此一直在亚洲开展业务。

Melchers is a global company with a wide range of services and trading know-how in diverse business areas. The services cover the entire value chain – from product development and manufacture through sales and retailing to marketing and after-sales service. The highly diversified group operates from over 17 locations in Greater China and serves customers in 15 industries in the machinery and industrial products, healthcare, and retail sectors.

美最时是一家全球性公司，在多个业务领域拥有广泛的服务和贸易专业知识。服务覆盖整个价值链——从产品开发和制造，到销售和零售，再到营销和售后服务。高度多元化的集团在大中华区的17个地点开展业务，为机械和工业产品、医疗保健以及零售等15个行业的客户提供服务。

It is our mission to create long-term value through customer-centric and customized approaches. Rooted in our entrepreneurial mindset and openness, we seize market opportunities without industry boundaries or predefined constraints.

我们的使命是通过以客户为中心和定制化的方法创造长期价值。我们秉承创业思维和开放态度，不受行业界限或预设限制，抓住市场机遇。

To support our growth, we are looking for a:

为了支持我们的发展，我们正在寻找一名：

## Engineering and Business Assistant

### 工程和业务助理

Location: Nanjing

工作地点：中国南京

### Job description:

#### 工作职责：

1. On site service Support of Turbine Bypass System (hereafter referred to as TBS).  
负责汽轮机旁路系统（以下简称 TBS）现场服务支持。
2. Technical support for the project negotiation.  
为项目洽谈提供技术支持。

3. Support the technical proposal for the new project and the retrofitting and service projects  
支持新项目、改造项目及服务项目的技术方案编制。
4. Full technical support and presentation of TBS and other Steam Conversion Systems  
为 TBS 及其他蒸汽转换系统提供全面技术支持与演示。
5. Other required technical support  
其他所需的技术支持工作。
6. product portfolio for sales activities
7. 为销售活动提供产品组合资料。
8. Support for Marketing Issues.  
支持市场相关工作。

**Requirements:**

**任职要求:**

1. Bachelor or above, majored in mechanical Engineering, automation, or related  
本科及以上学历，机械工程、自动化或相关专业。
2. Above 2 years relevant experience with power fields, TBS Business related is preferable, and familiar with the process of the power plant.  
2 年以上电力领域相关经验，有 TBS 业务相关经验优先，熟悉电厂工艺流程。
3. Be familiar with Office Application Software  
熟悉 Office 办公软件。
4. Be familiar with Auto CAD  
熟悉 Auto CAD。
5. Fluent English, both written and oral  
英语流利，书面及口语俱佳。
6. Skilled communication ability  
具备熟练的沟通能力。
7. customer and Team spirit oriented  
以客户为中心，具备团队合作精神。

**Working at Melchers**

**在Melchers工作**



We give major importance to mutual respect and tolerance in any relationship regardless of the person or position. Our flat hierarchies allow for quick feedback and access to management. Our low staff turnover reflects our reliability and stability as an employer. In order to drive success, we work with annual objectives for each staff member and operate in an environment of providing feedback and seeking continuous improvement from all teams and employees.

我们高度重视任何关系中的相互尊重和宽容，无论对方是谁或职位如何。我们扁平化的层级结构便于快速反馈和接触管理层。我们较低的员工流失率反映了我们作为雇主的可靠性和稳定性。为了推动成功，我们为每位员工设定年度目标，并在一个提供反馈和寻求所有团队和员工持续改进的环境中运营。

Applicants are requested to send their motivation letter, CV, and expected annual salary to Jojo Zhang at [jojozhang@melchers.com.cn](mailto:jojozhang@melchers.com.cn)

应聘者请将求职信、简历和期望年薪发送至[jojozhang@melchers.com.cn](mailto:jojozhang@melchers.com.cn)